

Directions for Referees:

Using the Officials Tracking System (OTS) to credit officials who worked at your meet

The designated meet referee or an administrator arranged with the Officials Chair can enter the officials.

1. Go to “usaswimming.org”
2. Select “Sign In” at top right. (“Username” is usually an email address)
3. Select “Member Services” then “Officials/Officials Tracking System”
4. Select “Meets and Evaluations” on left
5. Choose “Connecticut Swimming” from “LSC” dropdown menu
6. Select “Search”
7. Find your meet and select “Edit” on the right
8. Select “Officials” tab at the top
9. Select “Add Officials” on the left.
10. Select “Connecticut Swimming” from the “LSC” dropdown menu.
11. Either enter the officials one at a time using “Last Name,” or select “Search” to use a drop down list of all Connecticut Officials.
12. Whether individually or from the drop down list, put a check next to all those who officiated at your meet.
13. Go back and select other LSCs from the drop down menu if any worked at your meet.
15. Select “Add Selected Officials” at the top right of the list
16. Select “Return to Official List”
17. In the row of boxes across from each official’s name, indicate the number of sessions the official served in each role (Referee, Starter, S&T Judge, etc.). Only one role for each session. Click “Positions and Sessions – Other?” for definitions
of positions, for example a Stroke and Turn Trainee is XJ.
18. Click “Save” periodically and when you are finished.